

Foreign Affairs Handbook



3 FAH-1—Personnel Operations Handbook

Transmittal Letter: POH-31

Date: May 22, 1997

SUBCHAPTER 3 FAH-1 H-4810 ADMINISTRATION OF AWARDS PROGRAM

MAJOR CHANGES:

1. This subchapter applies to Foreign Service and Foreign Service National employees of State, USAID, and USIA, and to Civil Service employees of State.
2. This subchapter contains procedures and guidelines for the implementation of the regulations published in 3 FAM 4800 and should be used in conjunction with that subchapter.
3. 3 FAH-1 H-4816.2a has been amended by adding the phrase “except as indicated in d below: to the end of the first sentence.
4. 3 FAH-1 H-4816.2d has been amended by adding two new sentences to the end of the paragraph. These provide instructions for filing (or not filing) the documentation for the Extra Mile and Time Off Duty Awards in the OPF of U.S. Foreign Service Personnel.

NOTE: Officers are reminded that Department-issued materials not codified directly or by approved reference in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1110).

FILING INSTRUCTIONS:

1. Place the attached new subchapter 4810 (14 page(s)) immediately following Subchapter 4800.
2. Remove and destroy Subchapter 4810 issued under TL:POH-26, January 3, 1996, (15 page (s)) and replace with the attached Subchapter 4810 (14 page (s)). Insert this Transmittal Letter (2 page(s)) immediately following the Transmittal Letter Checklist, and initial the entry for POH-31.

For funds obligation/purchase purposes, this Transmittal Letter costs \$4.25.

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2. The Foreign Affairs Manual (unclassified) and Handbooks are also being issued internally in CD-ROM format. For information on this program, please contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB directly. The Coordinator is located in Room 1851 Main State; FAX (202) 647-0016 or E-Mail via DOSNET: INFOEXPRESS. Public inquires should also be addressed to A/IM/CST/MMS/CB.
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4. Use KFAM and AINF TAGS on all communications. Direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to A/IM/IAP/RG.

PER/PE